



LOS ANGELES COUNTY
WELFARE TO WORK BULLETIN

NUMBER: W99-07 SUBJECT: Approval to Purchase Equipment
DATE: 02/25/99 EFFECTIVE DATE: December 1, 1998 PAGE 1 of 1

TO: ALL WELFARE-TO-WORK SERVICE PROVIDERS

The purpose of this bulletin is to provide guidance and information regarding the purchase of equipment. Using OMB Circular A-87 as reference, *"Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of (a) the capitalization level established by the governmental unit for financial statement purposes, or (b) \$5,000.* The Welfare-to-Work program is using the aforementioned definition with an acquisition cost which equals \$5,000.

Therefore, any item of equipment, which is an article of nonexpendable, tangible personal property, having a useful life of more than one year with a cost greater or equal to \$5,000 must be submitted to the County for prior approval.

However, regardless of unit cost, all purchases are affected by 20 CFR Part 645 (e.g., information technology) and the appropriate OMB Circulars and CFRs (e.g., procurement process). Appropriate OMBs and CFRs consist of: OMB A-21, A-87, A-102, A-110, A-122, A-133, 29 CFR Part 97, 29 CFR Part 95, 41 CFR Part 31, 45 CFR Part 74 or 48 CFR Chap. 1-31. These OMB Circulars and CFRs can be accessed over the internet.

Please submit all Equipment Approval Requests to:

Community and Senior Services Department
3175 West Sixth Street, Box 15
Los Angeles, CA 90020-1708
Attn: Ms. Maggie Mireles, Special Projects Unit, Room #100

If you have any questions, please contact Ms. Maggie Mireles at (213) 738-2198.

A handwritten signature in cursive script, reading "Kenneth Kessler", is written over a horizontal line.

Kenneth Kessler, Director
Employment and Training